

Indiana Charter School Board Charter School Prior Action Checklist

I. Governance and Management

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
Target Completion for most items: 1 month prior to the school's first day of student attendance				
1	Board of Directors is actively governing the school.	<ul style="list-style-type: none"> List of current members of the school's Board of Directors, including resumes with contact information. Meeting minutes from one Board meeting within the last 60 days preceding the Pre-Opening Site Visit. 		
2	Permanent head of school has been named.	<ul style="list-style-type: none"> Written notice that the head of school has been hired should be provided to ICSB staff. Notice should include a copy of the head of school's resume. NOTE: target completion for the head of school to begin employment at the school is three months prior to the school's first day of student attendance. 		
3	Other key leadership roles in the school are filled.	<ul style="list-style-type: none"> Updated organizational chart or staffing plan with names of specific individuals occupying key leadership roles at the school. NOTE: Documentation may overlap with Item 9 below. 		
4	Expanded background checks completed for all Board members and the school leadership (IC § 20-26-5-10).	<ul style="list-style-type: none"> Expanded background check results for Board members, members of any subcommittee or board to which the Organizer has delegated some authority regarding the charter school, and school leadership are on file. NOTE: most, if not all, Board member background checks will have been completed prior to charter agreement execution. If new Board members have joined since that time, background checks must be conducted per these guidelines. NOTE: for the duration of the school's operation, these background checks must be completed 14 days prior to the approval of any new Board members or staff. 		
5	By-laws have been ratified.	<ul style="list-style-type: none"> Copy of ratified by-laws or a board resolution approving by-laws, if a ratified copy was not submitted with the original charter application or if changes have been made to the by-laws since application submission. 		

6	<i>If applicable:</i> Management contract with the Educational Management Organization (EMO) has been executed.	<ul style="list-style-type: none"> Copy of executed management contract approved by the Indiana Charter School Board and signed by representatives of management company and school's Board of Directors. 		
7	Determination of tax-exempt status from the IRS has been received.	<ul style="list-style-type: none"> Copy of letter from the IRS documenting the tax-exempt status and tax identification number. 		
8	Names of Board of Directors have been listed on school website, if one exists.	<ul style="list-style-type: none"> Board member names have been added to the school's website, per Indiana statute, if a website has been developed. 		

II. Staffing

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
9	The number of teachers is adequate and their assignments match the staffing plan.	<ul style="list-style-type: none"> Written staffing plan outlining number of teaching staff by grade level, subject area, and title, as well as all administrative positions. <i>NOTE:</i> Documentation may overlap with Item 3 above. 		
Target Completion: 1 month prior to the school's first day of student attendance				
10	Teaching staff comply with Indiana charter school licensing requirements.	<ul style="list-style-type: none"> Copies of valid Indiana teacher's licenses listing certification areas; or Proof that an individual is in the process of obtaining such license; or Proof that the individual holds at least a bachelor's degree with a grade point average of at least a three (3.0) on a four (4.0) point scale from an accredited postsecondary educational institution in the content or related area in which the individual teaches; and Proof of compliance with any statutory exemptions. 		
11	Special Education Teacher of Record	<ul style="list-style-type: none"> Signed contract for special education teaching staff, OR copy of valid Indiana teacher's license for on-staff special education teacher of record 		
12	The school has adequate Special Education and English Language Learner staffing in place to meet the needs of enrolled students	<ul style="list-style-type: none"> Assurance that the school has hired or contracted with certified Special Education staff, speech and language therapists, occupational and physical therapists, and/or any other staff as required to meet the needs of enrolled students. If services will be contracted, the school must provide a copy of the signed contract. Assurance that the school has hired or contracted with qualified English Language Learner staff as required 		

		to meet the needs of enrolled students. If services will be contracted, the school must provide a copy of the signed contract.		
13	Expanded background checks completed for all staff members and volunteers (including parents) who have contact with children (IC § 20-26-5-10).	<ul style="list-style-type: none"> Expanded background check authorizations and results for all staff members and volunteers are on file. NOTE: for the duration of the school's operation, these background checks must be completed within 14 days of hiring any new staff or the use of volunteers in school. 		

III. Curriculum and Instruction

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
Target Completion: 1 month prior to the school's first day of student attendance				
14	Needed instructional materials and supplies have been distributed to classrooms at every grade level.	<ul style="list-style-type: none"> Appropriate distribution of curricular materials, computers, and supplies is evident at time of Pre-Opening Site Visit. 		
15	A school calendar and class schedules exist and provisions have been made for them to be available to every student and family.	<ul style="list-style-type: none"> Copies of the annual school calendar and class schedules. 		
16	The school is prepared to provide instruction in each approved grade and only in such grades.	<ul style="list-style-type: none"> Master schedule and staffing plan. NOTE: This item may overlap with Items 9 and 14 above. 		

IV. Students and Parents

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
Target Completion: 1 month prior to the school's first day of student attendance				
17	The school has developed required policies and procedures related to serving Special Education students, student discipline (including Special Education students), complaints/grievances, the Family Educational Rights and Privacy Act (FERPA), and Indiana's Public Access Laws, and has made appropriate policies available to students and their families in	<ul style="list-style-type: none"> Copy of Student and Family Handbook containing the specified policies, including suspension and expulsion policies, as well as the rights of individuals to attend Board Meetings. Copy of required staff policies and procedures manual, consistent with IDEA and Article 7, for serving Special Education students. Copy of required staff procedures, consistent with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), for 		

	a Student and Family Handbook.	storage/handling of student files in school. Such procedures should be included in the school's staff training manual or business/ operations handbook.		
18	Student enrollment procedures have been documented and a student roster is available to teachers.	<ul style="list-style-type: none"> Summary of school enrollment statistics including number of currently enrolled students, number of students on the waiting list, and copies of student rosters with grade level information. You may choose to submit the most recent Real Time (RT) report from the IDOE's STN Center to display student enrollment information; however, rosters should be submitted separately. Copy of student enrollment policies, including a clear description of the following: enrollment deadlines, capacity by grade level (per the charter agreement), enrollment limitations as allowed under Indiana's charter statute (i.e., sibling preference), and the procedure and timeline for working through a lottery process if necessary. Documents pertaining to any lotteries held. 		
19	Electronic system for maintaining student records has been implemented.	<ul style="list-style-type: none"> Written assurance that an electronic data system is in place (e.g., PowerSchool). 		
20	Student records, including records for students with special needs, have been received or requested.	<ul style="list-style-type: none"> Written assurance from the school. 		
21	Student academic, attendance, discipline, and test records have been stored in locked cabinets.	<ul style="list-style-type: none"> Locked storage, and/or secured electronic storage, is present at time of Pre-Opening Site Visit. 		
22	Student health records have been separated from academic records and are in locked storage in the office of the school nurse or other appropriate location.	<ul style="list-style-type: none"> Written assurance from the school. Copy of school health record procedures. Such procedures should be included in the school's Student and Family Handbook as well as in the school's staff training manual or business/ operations handbook. Locked storage is present at time of Inspection. 		

V. Operations

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
	Target Completion: 1 month prior to the school's first day of student attendance			
23	Arrangements have been made for food	<ul style="list-style-type: none"> Copy of food or vendor services contract. Note that the 		

	service.	<p>IDOE requires certain vendor selection and contracting requirements. Please plan for a 6-month process.</p> <ul style="list-style-type: none"> Evidence of appropriate state and local health department inspections and licenses 		
24	Appropriate provisions have been made for supplemental transportation of students if any is to be provided.	<ul style="list-style-type: none"> Copy of agreement with provider of supplemental transportation services, including any homeless students and/or students with disabilities whose IEPs require transportation accommodations. Copies of expanded background checks for employees of the supplemental transportation services provider. 		
25	There are written plans for such life safety procedures as fire drills and emergency evacuation.	<ul style="list-style-type: none"> Specific, detailed plan for preparing and responding to emergencies are posted in the school at the time of the Pre-Opening Site Visit. Evidence that the Department of Public Works has been contacted and a request has been made for the installation of school zone/speed limit signs 		
26	Provisions have been made for required health services and screenings, including immunization records.	<ul style="list-style-type: none"> Evidence that health services are available (e.g., school nurse on staff or contract, contract with health care clinic) as required in Indiana administrative code 511 IAC 4-1.5-6. Copies of policies for medication administration. Written plan for providing required health services (e.g., student hearing and vision). Immunization records or proper exemption forms. 		
27	Updated school contact information	<ul style="list-style-type: none"> Written assurance that updated school administration contact information has been provided to the IDOE Charter School Specialist and Director of the Office of School Finance for IDOE communications related to: PCSP grant reporting, per-pupil funding, state financial reporting (i.e., Form 9), and any other state reporting. 		

VI. Finance

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
	Target Completion: Within first 3 months following charter approval			
28	School has established fiscal management and oversight policies and	<ul style="list-style-type: none"> Copy of the school's fiscal policies and procedures. Evidence of employment of or contract with 		

	an accounting system with internal controls	<p>accountant, bookkeeper or other person to handle such duties.</p> <ul style="list-style-type: none"> • Copy of the Initial Statement adopted by the Board of Directors, as well as written assurance that the school has contracted with a Certified Public Accounting firm or Accountant to complete an Independent Accountant's Report, per Section 10.4 of the charter agreement. 		
29	A payroll system has been established	<ul style="list-style-type: none"> • Contract with payroll company or evidence of employment of or contract with persons to handle payroll; and copy of deduction policy. 		

VI. Facilities, Fixtures & Equipment

Item	Area of Review	Deliverable	Status and Follow-Up Actions	Date Completed
Target Completion: Within first 3 to 6 months following charter approval				
30	School location identified and facility secured and/or in development	<ul style="list-style-type: none"> • Written notice that a location has been identified and a facility has been secured and/or is in development. Notice should include copy of the lease or deed with the physical address of the facility clearly indicated. 		
31	Evidence of insurance coverage as stipulated in the charter agreement and required by the Indiana Charter School Board	<ul style="list-style-type: none"> • Certificates of Insurance for all required insurance coverage stipulated by the ICSB and posted on the ICSB website. • Verification that insurance company is licensed to do business in Indiana or in another state, if applicable, and is rated an A or better by A.M. BEST rating service. 		
32	Available space (including classrooms, restrooms, and special purpose space) meets the requirements of the program and the number of students enrolled. Space is accessible to all students (including handicapped students), clean, and well-lit. If building is not required to be handicap accessible, procedures for reasonable accommodation of such persons are in place.	<ul style="list-style-type: none"> • Inspection at time of Pre-Opening Site Visit. • Written procedures for reasonable accommodation of handicapped persons. • Require engineer or architect to provide a certification that the building complies as an E occupancy under the rules of the Fire Prevention and Building Safety commission. For existing structures, this might require the engineer or architect to issue a re-certification. 		
33	A certificate of occupancy (or statement of substantial completion) is on file, as	<ul style="list-style-type: none"> • Copy of certificate of occupancy or statement of substantial completion. 		

	well as any other appropriate certificates of inspection or permits.	<ul style="list-style-type: none"> • Permits and certification for zoning. • Permits and certification for land use. • If applicable, state construction design release. • Permits and certification related to building use. • Documentation from the State Department of Health. • Documentation from the county or relevant local Health Department. • Documentation from the State Fire Marshall or local Building Inspector. • If applicable, documentation from the local Fire Department. 		
34	Space is safe and secure; entrance and egress from the school's space is adequately controlled.	<ul style="list-style-type: none"> • Inspection at time of Pre-Opening Site Visit to ensure safety and evacuation plans in each classroom and school signage are posted. 		